



Before the  
**Colonial Beach Town Council**

Held at  
Colonial Beach Town Center  
22 Washington Avenue, Colonial Beach, VA 22443

Wednesday, December 17, 2025 at 06:00 PM  
**Town Council Combined Meeting**  
**AGENDA**

1. Call To Order
  2. Moment of Silence & Pledge of Allegiance
  3. Roll Call of Members
  4. Amendments to the Agenda
  5. Approval of the Agenda
  6. Consent Agenda
    - a. Approval of Minutes: September 17, 2025, October 15, 2025 and October 29, 2025
  7. Council Member Liaison and Commission Reports
  8. Town Manager Update
    - a. Sewer Plant Update, John Simmons, Inboden Environmental Services
    - b. Police Department Update
  9. Presentations
    - a. **Connectivity Study Outbrief**, Thomas Ruff, Timmons Group
    - b. **Comprehensive Annual Audit Financial Report (CAFR)**, Aaron Hawkins, Robinson, Farmer, Cox & Associates
    - c. **Colonial Beach Public Schools**, Dr. Addo, Superintendent
    - d. **Westmoreland County Board of Supervisors**, Mr. Trivett, District V Supervisor
      - Dale Hendon, Director of Economic Development
      - Blake Byrd, Director of Emergency Management Services
  10. Public Comment
  11. Unfinished Business
    - a. **PUBLIC HEARING Ordinance No. 773, Amendments to Article 13 (Parking)**, Darla Odom, Zoning Administrator
      - Public Input
      - Council Action
    - b. **PUBLIC HEARING Ordinance No. 772, Amends the Capital Improvement Plan funding Policy**, Lisa Okes, Chief Financial Officer/Director of Finance
      - Public Input
      - Council Action
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**12. New Business**

**13. Closed Meeting**

**14. Adjournment**



Wednesday, December 17, 2025  
Town Council Combined Meeting

**TAB A**

Ordinance No. 773, Amendments to Article 13 (Parking)

**TAB B**

Ordinance No. 772, Amends the Capital Improvement Plan  
Funding Policy

# Tab A



## Town of Colonial Beach

## Town Council Memorandum

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**TO:** Town of Colonial Beach Town Council

**FROM:** Darla Odom, CZA

**COPY:** Angela Lawrence, Director of Planning and Community Development; Natasha Tucker, Town Manager; Kyler Brower, Assistant Town Manager; and Powell Duggan, Town Attorney

**SUBJECT: PUBLIC HEARING - DRAFT ZONING TEXT AMENDMENT (ZTA 24-02) TO ARTICLE 13 – PARKING REGULATIONS**

**DATE:** December 17, 2025

### **BACKGROUND:**

Previous staff's goal for the Zoning Ordinance text amendment for parking (ZTA 24-02) was to consider developing greater flexibility and/or parking alternatives to supplement the Town's current off-street parking provisions and add regulations for parking lot design to facilitate development and meet community parking needs.

ZTA 24-02 was recommended for approval by a 7-0 vote of the Planning Commission following an April 11, 2024 public hearing. After receiving community input and reviewing the proposed amendment, at their meeting on June 5, 2024, Town Council unanimously agreed to refer ZTA 24-02 back to the Planning Commission.

### **DISCUSSION:**

Since 2024, local business owners have expressed concerns about how the amendments in the draft ZTA 24-02 would not be beneficial to the business community and were too cumbersome.

At a joint work session between Town Council and the Planning Commission in October 2024, it was agreed that the Planning Commission would meet with the business community and citizens to gain insight into the community's concerns and other options that may be important, such as for the downtown area.

The Planning Commission held a work session with area stakeholders at their meeting on June 12, 2025. Staff and the Planning Commission received valuable input from the stakeholders. Notes from the stakeholder work session are provided in Attachment 1.

Following a public hearing at their October 9, 2025 meeting, the Commission voted unanimously (5-0) to recommend approval of revised Zoning Text Amendment (ZTA 24-02) to Town Council, as provided.

Amendments to Article 13 as revised would:

- Reinstate design flexibility for landscaping approved by the Zoning Administrator;
- Expand transitory commercial/office parking that may be counted towards meeting the minimum parking space requirements from 500 feet to 600 feet
- Provide more clearly regulations for reciprocal parking and parking agreements
- Permit 30% of golf cart and compact parking to be credited toward the number of required off-street parking spaces and reduce dimensions for cart spaces

- Maintain detached single family dwelling parking on the same site as dwelling and allow one (1) garage space to be counted towards required parking;
- Require multi-family and attached single family dwellings’ parking per approved site plan;
- Permit special exceptions for parking thru Town Council;
- Reduce drive widths and remove internal landscaped parking aisles;
- Encourage cross access easements to improve vehicular movements;
- Round partial required spaces per calculations to closest whole number;
- Clarify some use categories for parking; and
- Reduce required numbers of spaces for certain uses

**RECOMMENDATION:**

Approval of revised Zoning Text Amendment (ZTA 24-02) Parking regulations as provided.

**ATTACHMENTS**

1. Draft Amendments to Article 13 – Parking (Current Staff Revisions)
2. Summary From Planning Commission & Stakeholder Work Session on Parking – June 12, 2025
3. Current Zoning Ordinance Standards for Parking – Article 13

## **ORDINANCE NO. 773**

### **AN ORDINANCE TO AMEND TOWN OF COLONIAL BEACH ZONING ORDINANCE WITH THE APPROVAL OF ZONING TEXT AMENDMENT (ZTA) 24-02 – AN AMENDMENT OF ARTICLE 13 – PARKING REGULATIONS**

**WHEREAS**, the Town of Colonial Beach adopted as Article 13 of the Town’s Zoning Ordinance to establish regulations to provide for adequate parking while ensuring the welfare of pedestrians, and harmonious, orderly movement of motor vehicles;

**WHEREAS**, the goal of the draft ZTA 24-02 in the spring of 2024 was to provide greater flexibility and/or parking alternatives to supplement the Town’s current off-street parking provisions and to add regulations for parking lot design to facilitate development and meet community parking needs;

**WHEREAS**, Town Council remanded the previous (Spring 2024) draft of ZTA 24-02 recommended by the Planning Commission back to the Planning Commission to modify the proposed text amendments because Council and input from the business community found those amendments to be too cumbersome and not beneficial to business community;

**WHEREAS**, current staff drafted revisions to ZTA 24-02 based on the Planning Commission’s work session with area stakeholders in June 2025, where the Planning Commission and staff received valuable input from the stakeholders;

**WHEREAS**, after a duly advertised public hearing, at their meeting on October 9, 2025, the Planning Commission voted unanimously to recommend approval of revised ZTA 24-02 to Town Council; and,

**WHEREAS**, following a duly advertised public hearing at their December 17, 2025 meeting, the Town Council now wishes to adopt the revised amendments to Article 13 of the Town’s Zoning Ordinance as provided with ZTA 24-02.

**NOW, THEREFORE, BE IT ENACTED AND ORDAINED by the Town Council of**

- a. The foregoing recitals are hereby incorporated by this reference.
- b. Upon consideration of the foregoing, and having found that the Zoning Text Amendment 24-02 of Article 13 of the Town of Colonial Beach Zoning Ordinance is appropriate and in the best interest of the Town and its residents to provide flexibility and clarify the regulations for parking, the Town Council does ordain and amend the said Article 13 Parking regulations of the Town of Colonial Beach Zoning Ordinance as proposed and attached.
- c. This Ordinance is effective immediately.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_ 2025 by the Town Council of Colonial Beach.

Current Staff Draft - 11.19.25  
ARTICLE 13  
PARKING

Statement of Intent

The purpose of this Article is to provide for adequate parking while ensuring the welfare of pedestrians and the harmonious, orderly, movement of motor vehicles. The parking requirements in this Article do not limit special requirements which may be imposed with planned unit developments, conditional use permits or any other land-use permits.

**13-1 General Requirements**

Unless otherwise stated in this Article, sufficient, off-street, parking shall be provided on every property in connection with, and accessory to, each land-use operated on it. All constructed buildings and structures, as well as land-uses established in the Town shall comply with the provisions of this Article.

1. No zoning permit for any new building, structure, or land-use, except as provided below, shall be approved without a site plan demonstrating sufficient parking will be provided in compliance with the provisions of this Article.
  - a. No zoning permit shall be issued for the expansion of any existing, non-residential, building, structure, or land-use without a site plan demonstrating that all required, off- street, parking spaces and parking lot landscaping will be provided in compliance with the provisions contained in Sections 13-6(k) and 13-9 of this Article.
  - b. No new ~~on-site on- or off-street~~ parking ~~or landscaping~~ is required for the expansion of any ~~residential use single family or multi-family dwelling~~ when ~~there is~~ no new dwelling unit(s) is created by the expansion.
2. No occupancy permit shall be issued until the requirements of this Article have been fulfilled for any approved ~~project, development, construction or land use.~~
3. The parking requirements shall be in addition to space provided for storage of other vehicles used in connection with any permitted ~~and conditionally permitted or conditionally permitted~~ use.
4. Exclusive of private residential garages, all on-site parking facilities shall be used solely for the parking of vehicles in operating condition by patrons, occupants, and employees of the use to which such parking serves.
5. Stacked parking (defined as parking in such a manner so that one vehicle obstructs egress of another vehicle from a parking area or driveway) is prohibited except for single family residential ~~dwelling buildings~~. This shall not include approved valet parking and drive-thru lanes.
6. Enclosed garages shall not be credited towards meeting the required number of parking spaces with the exception of hotels/motels, parking decks, commercial or public parking garages, ~~or public parking garages.~~

**13-2 Determination of Parking Spaces Provided**

A. Within any zoning district, off-street parking credited toward meeting the requirements of this Article shall be located on the same lot as the building, structure or use the off-street parking serves, except for the following circumstances: ~~\_, provided the specific zoning district allows for parking lots as a land use:~~

1. Any transitory, ~~commercial or office use non-residential building, structure or use located~~ located within the downtown district and that is ~~-within five-six~~ hundred (500/600) feet of a municipal or publicly owned parking lot shall be exempt from this ordinance.
2. For any non-residential building, structure or use, the required off-street parking ~~may be is~~ provided on a contiguous lot ~~or a lot within six hundred (600) feet of the property,~~ under the same ~~property~~ ownership or lease agreement ~~if not under separate ownership~~ as the building, structure or use that the parking serves. ~~Additionally, if under separate ownership, a reciprocal parking agreement approved at the discretion of the Zoning Administrator is required between the two parties. This agreement shall be submitted to the Department of Planning and Community Development for review and approval. Such agreement shall re-is a restrictive, property covenant prohibiting the lot(s) from being sold separately when any required, off-street, parking is met serves the needs of on the -a contiguous or other separate lot; provide for operational hours that do not substantially overlap; the boundaries of the lots involved do not exceed six hundred (600) feet from each other; under the same ownership or lease agreement, provide that the parking agreement shall run with the properties involved and shall be and remain in effect until revoked or revised by the parties thereto. Prior to termination of any reciprocal parking agreement for joint use parking facilities, all parties involved shall satisfy their required off-street parking requirements as required under this Article.~~
3. ~~In any non-residential zoning district, where the proposed off-street parking is no more than 500 feet away from the lot on which the building, structure or use it serves is located, subject, to the approval of a Conditional Use Permit.~~
4. ~~A reciprocal parking agreement, approved at the discretion of the Zoning Administrator and the Town Attorney, for the joint use of parking facilities under the following terms:~~
  - a. ~~— The off-street parking required by this Article for a building, structure or use that is non-residential, with operational hours that do not substantially overlap with another building, structure or use, provided such reciprocal parking is in accordance with the following provisions:~~
    - i) ~~— The boundaries of the lots involved with a joint use parking agreement shall not exceed two hundred and fifty (250) feet away from each other.~~
    - ii) ~~— The parties proposing the joint use of off-street parking facilities shall demonstrate that there is no substantial conflict in the principal operating hours of the buildings, structures or uses for which reciprocal parking is proposed.~~

~~iii) — The parties involved with the joint use of off street parking facilities shall evidence an agreement for the joint use, by a legal instrument approved by the Town Attorney, as to form and content. Such instrument, when approved by the Town Attorney, shall be recorded in the office of Clerk of the Westmoreland County Circuit Court with a recorded copy filed with the town of Colonial Beach. No reciprocal parking agreement shall be valid until legally recorded.~~

~~iv) — An off site parking agreement shall run with the properties involved and shall be and remain in effect until revoked or revised by the parties thereto. In the event the parking requirements for the subject properties change (increase) following recordation of the agreement, due to any change in use(s) or structural alterations of buildings or structures containing such uses, then the Town may require the parking plan for the properties to be updated, which may include, but is not limited to, a revision of the off site parking agreement, consistent with this Section.~~

~~v) — Termination of any reciprocal parking agreement for joint use parking facilities shall require all parties involved to satisfy their required off-street parking requirements, under this Article, prior to the termination of the agreement in addition to recording a termination of the agreement in the office of the Clerk of the Westmoreland County Circuit Court.~~

**53.** Required off-street parking for the utilization or adaptive re-use of any historic resource deemed eligible or listed in the Virginia Landmarks Register, the National Register of Historic Places or designated, by resolution, of the Town Council as a historic resource, may be waived or partially waived, at the discretion of the Zoning Administrator, based on the following considerations:

- a. The required off-street parking for the land-use utilizing or adaptively re-using an historic resource cannot be physically developed on the same property it is located on pursuant to the parking standards contained in this Article;
- b. Providing the required off-street parking on the same property as the historic resource would adversely diminish its historic integrity to convey its historic significance based on the nomination evaluation of the resource, at the time of its landmark designation, and the criteria used to evaluate historic integrity ~~contained in National Register Bulletin~~

~~15 (“How to Apply the National Register Criteria for Evaluation”).~~

~~c. — By exempting additional off-street parking that may be required for any exterior change or addition to an historic resource, it will help facilitate the resource’s consistency with the principles of the “U.S. Secretary of the Interior’s Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings,” as reviewed and approved at the discretion of the Zoning Administrator.~~

~~d The ability to successfully implement the parking alternatives described elsewhere in Section 13-2.~~

~~6. — Within any non residential zoning district when the parking required by any use is transitory in nature and is located on a lot in which there is no ability to physically provide all of its required off-street parking, any on-street parking located within five hundred (500) feet of the lot on which the~~

~~building, structure or use is located, may be credited toward meeting its off street parking requirements contained in this Article. In no case shall any on street parking be credited unless off street parking is developed on the lot or as provided elsewhere in Section 13-2(A), to the greatest extent possible, for the building, structure or use it serves, in compliance with this Article.~~

~~74. In the case where the number of required parking spaces for a proposed of any land-use is not addressed in by the schedule in Section 13-89, the Zoning Administrator shall determine the appropriate number of required, off-street, parking spaces based on one more of the following considerations:~~

~~a. Aa use that most closely similar in nature to the approximates the proposed use, through information provided from the developer or owner of the proposed use. or;~~

~~b. Consultation with other communities containing similar uses to the proposed use.~~

~~c. Referencing the current edition of the ITE Parking Generation Manual; or;~~

~~d. Request an independent parking demand study, provided by a qualified traffic engineer, at the property owner's expense; or~~

~~e. Through any combination of similar research methods described in this subsection.~~

~~8. Through an independent parking demand study, the Zoning Administrator, at his/her discretion, may authorize alternative, off street, parking requirements for a specific use if it can be demonstrated that its land use operation has unique, operational, characteristics or qualities that are different from others of its type and the standard parking requirements contained in Section 13-9 for its land use type are in excess of what is necessary to accommodate its maximum off street parking demand.~~

9. Residential Development. All off-street parking spaces associated with single family detached residential uses shall be provided on the same lot as the use. Parking for multi-family dwellings, attached single family dwellings such as townhomes or duplexes or other residential units approved as part of a planned unit development shall be provided and located in accordance with the approved site plan for the development. For single family attached and detached dwellings, one (1) parking space located in an enclosed garage can be counted towards meeting the required number of parking spaces.

### 13-3 Special Parking Permit

If a building, structure or use is unable to meet the required quantity of required spaces then the Town Council may , by resolution, authorize the crediting of additional spaces not encompassed by Section 13-2 through or in conjunction with the approval of rezoning, a conditional use permit, or special parking permit approved at the same time of site plan approval.;

### 13-4 Compact Car and Golf Cart Parking

A. Compact and golf cart parking spaces shall count toward the minimum, required, off-street

parking requirements for a building, structure, or use on a non-residential and mixed Use (residential and non-residential) property.

B. For required, non-residential, off-street parking only, when a building, structure or use requires more than five (5) off-street parking spaces, a maximum of thirty percent (30%) of the required off-street parking spaces may be created as compact parking, golf cart parking or any combination thereof.

C. Parking ~~spaces~~ ~~talls~~ created for golf cart parking shall be located contiguous to each other, designed within the parking area to prevent conflicts with motor vehicles, and separated from all standard and compact parking spaces ~~by a minimum five-foot wide, parking lot, landscape planter~~ and identified as “golf cart parking only.”

~~D. Golf cart parking spaces shall be designed within a parking lot to maximum their visibility to prevent vehicular conflicts.~~

### 13-5 Dimensional Regulations for Parking Stallsspaces and Vehicular Drive Aisles

A. These ~~off-street parking and loading standards dimensional regulations shall~~ apply to all parking and loading spaces: with respect to the use of land, buildings, and structures in the town of Colonial Beach:

1. ~~A s~~Standard 90-degree, perpendicular, and diagonal parking spaces shall be no less than eighteen (18) feet in length and nine (9) feet in width.

~~2. A standard, 45 degree, parking space shall be no less than eighteen (18) feet in length and nine (9) feet in width.~~

~~3~~2. A standard, parallel, parking space shall be no less than twenty-two (22) feet in length and nine (9) feet in width.

~~4~~3. A ~~e~~Compact, 90-degree, perpendicular, and diagonal, parking spaces shall be no less than sixteen (16') feet in length and eight (8) feet in width.

~~5. A compact, 45 degree, parking space shall be no less than sixteen (16) feet in length and eight feet (8) feet in width.~~

~~6~~4. A compact, parallel, parking space shall be no less than eighteen (18) feet in length and eight (8) feet in width.

~~7~~5. A 90-degree, perpendicular, and diagonal, golf cart parking spaces shall be no less than eleven (11) feet in length and six (6) feet in width.

86. A parallel, golf cart, parking space shall be no less than thirteen (13) feet in length and six (6) feet in width.

97. Spaces for Accessibility. All handicapped parking spaces shall be designed and constructed in accordance with the provisions of the Virginia Uniform Statewide Building Code.

8. Allowance for Vehicle Overhang Area. Up to thirty (30) inches of the required length of off-street parking spaces may be provided as vehicle overhang areas provided that wheel stops are installed. Such overhang areas shall be clear of any obstruction to vehicles utilizing the parking space and shall not encroach into any other parking space, access aisle, public right-of-way, adjacent property, pedestrian walkway or required yard within which parking is not permitted.

B. Within all parking lots, the minimum, vehicular, drive aisle widths shall be as follows:

1. One-way drive aisles with no vehicular parking shall be a minimum of twelve (12) feet wide. One-way drive aisles providing access to perpendicular parking spaces shall be a minimum of twenty-two (22) feet wide. One-way drive aisles providing access to diagonal or parallel parking spaces shall be a minimum of sixteen (16) feet wide.

2. Two-way drive aisles with no vehicular parking shall be twenty ~~two~~ (22) feet wide. Two-way drive aisles providing access to perpendicular, diagonal or parallel parking shall be a minimum of twenty-two (22) feet wide.

~~3. One-way drive aisles providing access to 90-degree parking spaces shall be twenty two (22) feet wide.~~

~~4. One-way drive aisles providing access to 45-degree parking spaces shall be a minimum of sixteen (16) feet wide.~~

~~5. Two-way vehicular drive aisles providing access to 90-degree parking spaces shall be twenty-two (22) feet wide.~~

~~6. Two-way drive aisles providing access to 45-degree parking stalls shall be twenty two (22) feet wide.~~

C. No parking space or any obstruction shall encroach into any vehicular drive aisle at any time.

D. Loading Area. Where required by this Zoning Ordinance or provided on a site plan, a loading space shall be a minimum of fifteen (15) feet wide by twenty-five (25) feet in length with at least 15 feet of overhead clearance. Each off-street loading space shall have adequate, unobstructed means

\_\_\_\_\_ for the ingress and egress of vehicles and shall, to the greatest extent possible/practicable, be screened from the public right-of-way and located to the side or rear of the primary on-site building, structure or use.

### 13-6 Improvement of Parking Areas

- A. Parking facilities shall be drained to eliminate standing water and prevent damage to abutting property and/or public streets and alleys. Such facilities shall be surfaced with erosion-resistant material in accordance with applicable specifications. Off-street parking areas shall be maintained in a clean and orderly manner at all times. The owner or lessee of off-street parking shall endeavor to maintain such in as dust-free a manner as possible through the employment of appropriate construction materials.
- B. All off-street parking spaces shall be separated from walkways, sidewalks, property lines, or alleys, in a manner approved by the Zoning Administrator at the time of site plan review, with a minimum five (5) foot wide landscape buffer so that vehicles cannot protrude over such walkways, sidewalks, property lines, or alleys.
- C. Signs or markers shall be used, as necessary, to ensure safe and efficient traffic operation. All off-street parking spaces shall be delineated from each other by painted lines, curbs, bumpers or other means in a manner acceptable to the Zoning Administrator. All compact and golf cart parking spaces shall be identified and designated as such. All handicapped parking spaces shall be identified by above grade signs. Such signs shall be designed and constructed in accordance with the provisions of the Uniform Statewide Building Code.
- D. All lighting fixtures used to illuminate off-street parking lots shall be located, directed or shielded so as not to shine directly or create a designed to shield light and glare on from all adjacent properties and public rights-of-way.
- E. Parking lot light poles may not exceed twenty ~~two~~ (220) feet high from its finished grade in a parking lot and shall be located in a landscape planter or situated to prevent its damage from a motor vehicle.
- F. No parking area shall be located in such a manner as to constitute a traffic hazard for vehicles or pedestrians entering or exiting a parking area, as determined by the Zoning Administrator.
- ~~G. To the greatest extent possible, all on-site parking lots shall have a minimum five (5) wide landscape, perimeter, planter abutting all property lines that are adjacent to a public right of way, except for approved points of vehicular ingress and egress to a parking lot.~~
- H.G. A designated, pedestrian, path-of-travel shall be provided between an on-site parking lot and the building, structure or use it serves on the property.
- H. All disabled, on-site, parking and paths of travel shall comply with the Americans with Disabilities Act (ADA) and shown on all approved site plans.
- ~~J. A minimum five foot wide, raised, landscape planter/finger shall be provided at the end of every row of off street parking that is adjacent to a vehicular drive aisle, wall, structure, walkway, or property line.~~
- K. Parking Lot Landscaping. All parking lots shall have and maintain their required on-site landscaping, in conformance with the following provisions:

1. The perimeter of all parking lots shall be landscaped using a combination of trees and shrubs.
2. For parking lots with less than 10 spaces, a minimum of at least 5% of the interior portions of a parking lot shall be landscaped for the purpose of providing shade trees.
3. Such interior landscaped areas shall be provided on bio-swale islands and in continuous swale strips extending along the length of the parking bay.
4. Within the parking lot, swale islands and landscaped areas should be used to delineate traffic and pedestrian circulation patterns.
5. For parking lots with less than 10 spaces there shall be one (1) low shrub planted for every five (5) spaces or portion thereof.
6. Parking lots shall have two (2) medium shade trees where ten (10) or fewer spaces are required.
7. Parking lots shall have two (2) medium shade trees for every 10-parking spaces or fraction of 10-spaces.
8. Trees shall be planted within bio-swale islands which are no smaller than 10-feet by 5-feet, a total of 50-square feet. Trees may be up-limbed to 12 feet above grade to provide visibility.
9. Shrubs shall be a minimum of one and a half (1.5) feet in height at time of planting and be maintained at a maximum height of three (3) feet.
10. There shall be a minimum of one (1) shrub for every five (5) feet or portion thereof along the boundaries of the parking lot.
11. Trees (deciduous) shall have a minimum caliper of 2.5 inches at time of planting and a maximum canopy of 30-feet when mature. Evergreen trees shall be no less than 6-feet tall at time of planting. The minimum distance between plantings shall be 10 feet.
12. Trees may be up-limbed (trimmed) up to 12-feet from the final grade. Topping of trees (~~unless damaged by storm~~) is prohibited.
13. Design Flexibility - ~~If an applicant can demonstrate that a~~Alternative landscaping can be approved by the Zoning Administrator, including reducing the requirements of the section, provided they find that the alternative landscaping planned meets the intent of this section to reduce visibility and glare from parking areas on adjacent properties and public rights of way. through the submittal of such an alternative landscape plan, the Zoning Administrator can then accept that plan or modify the alternative plan and design so as to comply with the intent of this section and its provisions. Additionally, the requirements of this section may be lowered by the Director.
14. All parking lot landscaping shall be maintained in healthy condition at all times. Dead or dying parking lot landscaping shall be replaced by the property owner in a diligent manner.

### 13-7 Vehicular Driveway and Drive Aisle Design

A. ~~No~~ Off-street parking lot shall be designed ~~so that no to force a~~ motor vehicle will be forced to back out of a parking space directly into the public right-of-way.

~~B. ——— Vehicular ingress and egress between the public right of way and an off street parking lot shall be taken solely from a vehicular driveway apron approved by the town of Colonial Beach.~~

~~CB.~~ The location and design of all vehicular curb cuts, driveway ~~aisles~~ and parking lot landscaping on an approved site plan shall enable sufficient line-of-sight (visibility) for motorists entering and existing an off-street parking lot. ~~to avoid visual impairment of traffic and pedestrians.~~

~~DC.~~ To the greatest extent possible, all vehicular drive aisles shall be designed to promote free flowing, on-site, circulation to avoid vehicular dead ends requiring motor vehicles to back-up in a drive aisle. Cross access easements are encouraged to improve movement between properties and parking areas and avoid additional curb-cuts where practicable.

E. The location, number and design of a proposed, ~~vehicular,~~ curb cut ~~and~~ driveway ~~apron~~ for accessing off-street parking from any public right-of-way shall be reviewed and approved at the time of site plan or permit issuance by the ~~discretion of the~~ Director of Public Works and/or the Virginia Department of Transportation. ~~prior to the issuance of a Zoning Permit. The Director of Public Works shall have the discretion to require a traffic study, prepared by a licensed Virginia engineer, with substantive experience in transportation engineering, to provide their professional recommendations to the Director for the implementation of this provision.~~

### **13-8 Method of Determining the Number of Spaces Required**

A. Where fractional spaces result, the parking spaces required shall be construed to be the closest next highest whole number.

B. Employee based parking requirements shall be computed on the basis of the maximum number of employees on the premises at one time.

C. In the case of mixed or joint use of a structure or premises, the parking spaces required shall equal the sum of the requirements of the various uses computed separately.

D. Any building, structure or use that is nonconforming in regards to its required off-site parking, under this Article, shall not be required to add additional spaces to meet such requirements

when any change or expansion of use or structural alteration does not result in an increase to the amount of parking required. However, whenever any change in use or structural alteration increases the amount of parking required under this Article, whether such was previously conforming or nonconforming in regards to parking, additional spaces corresponding to the increased parking requirement shall be provided.

E. Restaurants having ownership or access to piers may designate twenty (20) percent of the available number of transient slips towards the required number of off-street parking spaces.

G. Parking and storing recreational vehicles and equipment within any multi-family development dwelling shall be prohibited unless a common storage area is provided for the parking. The storage

~~area for p~~ Parking ~~spaces for~~ recreational vehicles and equipment shall be in addition to those required for the multi-family development ~~and~~. ~~Storage areas~~ shall be effectively screened from the public right-of-way.

### 13-9 Number of Parking Spaces Required

A. Except as otherwise provided in this Ordinance, or by conditional use permit, required off-street parking spaces for buildings, structures and uses shall be provided as follows.

USE OR USE CATEGORY	NUMBER OF PARKING SPACES REQUIRED
Arts & Crafts Studio	1 <del>space</del> per 400 square feet of floor area
Amusement Parks	1 <del>space</del> per 4 persons authorized occupancy
Auction Houses	1 <del>space</del> per 400 square feet of floor area or 1 per 4 persons authorized occupancy, whichever is greater
Auditoriums, theaters, gymnasiums, stadiums, arenas, conference centers	1 <del>space</del> per 4 seats or seating spaces
Automobile Service Stations, Car Washes, Automobile Cleaning & Detailing	2 spaces per bay plus 1 per employee
Ball Fields	1 <del>space</del> per 4 seats or seating spaces
Bed & Breakfast	1 <del>space</del> for each guest room in addition to the parking for the <del>principle</del> <u>principal</u> residence
Bowling Alleys	2 <del>spaces</del> per lane plus 1 <del>space</del> per employee
Business Service and Supply Establishments & Service Establishments	1 <del>space</del> per 400 square feet of gross floor area plus 1 <del>space</del> per employee
Places of Worship & Civic, Social or Fraternal Facilities	1 <del>space</del> per 4 seats or seating spaces in main assembly area
Commercial Recreation Facilities	1 <del>space</del> per 200 square feet of floor area or every 4 seats or seating <del>spaces</del>
Communication Facilities	Minimum of 1 space plus 1 per employee
Community Centers, Libraries & Museums	10 <del>spaces</del> plus 1 <del>space</del> per 400 square feet of floor area in excess of 2,000 square feet
Convenience Stores	8 <del>spaces</del> per 1,000 gross floor area plus 1 <del>space</del> per employee
Day Care Centers	0.19 space per child for a center which has a maximum daily enrollment of 99 children or less. 0.16 <del>space</del> per child for a center with enrollment of 100 children or more. Plus 1 <del>space</del> for each on- <del>site</del> employee
Family Day Homes	<u>1 space for each five persons being kept and 1 space for each outside employee in addition to parking for the <del>principle</del><u>principal</u> residence</u>

USE OR USE CATEGORY	NUMBER OF PARKING SPACES REQUIRED
Dwelling – <u>Single family attached</u> (duplex or <u>townhome</u> ), detached and <u>manufactured homes</u>	2 <u>spaces</u> for each dwelling unit
Elementary, <u>Intermediate</u> or Junior High Schools, <u>public or private</u>	<u>1 space for each teacher, employee and administrator, whether full- or part-time</u>
High school or college or preparatory school, public or private	1 <u>space</u> per 4 seats or seating spaces in main assembly area <u>or based on a parking plan approved in conjunction with site plan approval</u>
Emergency Services Facilities	Adequate <u>spaces</u> to accommodate all motor vehicles operated in connection with such use and 2 additional <u>spaces</u> per each such vehicle.
Financial Institutions; Banks, savings	<u>Combined drive-thru and walk-in facilities – 1 space for each 400 square feet of floor area</u> <u>Drive-thru only – 3 stacking spaces for each teller window plus 1 space per each teller window</u>
Flea Markets	1 <u>space</u> per 400 square feet of floor area plus 1 per vendor
Funeral Homes, mortuary	<u>1 space for each 4 seats in chapels or parlors with fixed seats or 1 space for each 100 square feet of floor area of assembly room without fixed seats plus 5 spaces for employees and other vehicles</u>
<u>Furniture and floor or wall covering stores</u>	<u>1 space for each 400 square feet of floor area</u>
Golf Cart, Moped & Bicycle Sales & Rental Establishments	5 spaces plus 1 per employee
Golf Courses	3 <u>spaces</u> per <u>course</u> hole <u>plus one per employee</u>
Golf Driving Range	1 <u>space</u> per <u>driving</u> tee
Horticultural Facilities	2 <u>spaces</u> plus 1 <u>space</u> per 400 square feet of retail area
<u>Hotel and Motel</u>	<u>1 space for each guest room, plus 1 employee space per each 15 guest rooms. For additional uses incidental to the hotel/motel such as a restaurant, meeting rooms, etc. additional parking spaces shall be calculated based on the parking requirements for that particular use</u>
Kennels, <u>Commercial</u>	1 <u>space</u> per 400 square feet of gross floor area, including runs, plus 1 per employee-
Major Home Occupations	Unless specified by conditional use permit, 1 parking <u>space</u> in addition to the parking spaces required for the <u>principle</u> residential use-
Minor Home Occupations	No additional parking <u>beyond the spaces required for the principle principal dwelling</u>

USE OR USE CATEGORY	NUMBER OF PARKING SPACES REQUIRED
Manufacturing or Industrial establishments, research or testing laboratories, wholesale, warehouses, or similar establishments	1 <u>space</u> per employee plus 1 <u>space</u> per company vehicle or piece of mobile equipment.
Marinas, docks, & boating facilities, commercial	1 <u>space</u> per 3 boat slips
Medical, <u>dental</u> , <u>optometrists</u> <del>optometrists'</del> clinics/ <u>offices</u>	2 <u>spaces</u> per treatment room plus 1 <u>space</u> per employee
Multi-family Dwellings:	
<u>Efficiency/studio units and One-bedroom Units</u>	<u>1 space per each dwelling unit</u>
<u>Two-bedroom units</u>	<u>1.5 spaces per each dwelling unit</u>
<u>Three or more bedroom units</u>	<u>2 spaces per each dwelling unit</u>
<u>Residential units with commercial mixed use buildings</u>	<u>0.5 space for each bedroom, in addition to any spaces required for associated commercial uses</u>
Nightclubs	1 <u>space</u> per 2 employees plus 1 <u>space</u> per 4 persons authorized occupancy
Nursing Homes	1 <u>space</u> per 3 beds
Playgrounds	1 <u>space</u> per 250 square feet of usable recreational area
Performing Arts Studio	1 <u>space</u> per 200 square feet of floor area or 1 <u>space</u> per 4 persons authorized occupancy, whichever is greater
Professional Offices	2 spaces plus 1 <u>space</u> per 400 square feet of floor area
Public Utility Establishments	1 <u>space</u> per employee plus 1 <u>space</u> per company vehicle and piece of mobile equipment
Restaurants	1 space per 4 seats plus 1 per 2 employees
Retail Establishments	1 <u>space</u> per 200 square feet of floor area
Self Storage Warehouse	1 <u>space</u> per employee plus 1 <u>space</u> per 8 units
Shopping Center	1 space per 200 square feet of gross floor area
Single Family Accessory Apartment Unit	1 space <u>in addition to the parking spaces required for the principle residential use</u>
Tennis Courts (outdoors)	2 spaces per court
<u>Public Service</u> Training Facility, Public <u>or Private</u>	1 <u>space</u> per 2 students plus 1 <u>space</u> per instructor
Vehicle Service Stations, Major	2 <u>spaces</u> per bay plus 1 <u>space</u> per employee
Vehicular Sales, Service and Supply Establishments	5 spaces plus 2 <u>spaces</u> per bay <del>plus and</del> -1 <u>space</u> per employee
Veterinary Hospitals	2 <u>spaces</u> per treatment room <del>or veterinarian</del> plus <u>space</u> 1 per employee

Wayside Stands	1 <u>space</u> per 100 square feet of sales display, 3 <u>spaces</u> minimum
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~~13-10 Additional Requirements Limited To:~~

- ~~A. Chesapeake Bay Act: refer to Article 22 of this Ordinance.~~
- ~~B. Flood Plain: refer to Article 21 of this Ordinance.~~
- ~~C. Landscaping: refer to Article 24 of this Ordinance.~~
- ~~D. Signs: refer to Article 12 of this Ordinance.~~
- ~~E. Site Plan Requirements: refer to Article 14 of this Ordinance.~~

DRAFT

**TOWN OF COLONIAL BEACH, VIRGINIA**

**PLANNING COMMISSION & STAKEHOLDER WORK SESSION**

**JUNE 12, 2025**

**ARTICLE 13 PARKING**

1. Look at existing land use & future land use to evaluate parking needs
2. Fit parking to real world; what can be accomplished such as landscaping requirements with Chesapeake Bay standards and town lot sizes
3. 2022 Parking Study is likely inaccurate because it was completed in the Winter during COVID
4. It will be interesting to read the DCB study being completed by Timmons vs. 2022 Study – Timmons will concentrate on pedestrian movements and golf cart/pedestrians
5. Greenspace importance vs. more onsite parking
6. Example: STR Parking: Business conflict with residential SFD, but no minimum standards in ordinance
7. Some areas golf cart driven only parts of street: (Taylor, Irvin, and Hawthorn only).
8. Draft ordinance too complex
9. Draft ordinance punitive to new businesses.
10. Support golf cart parking to count towards # of spaces
11. Vacant land around area's-Hawthorn & Irving-parking lot next to jail N Irving, potential parking
12. No ADA parking next to/near to Inn; Need to consider locations of ADA parking
13. Colonial Ave should be striped w/parking on each side
14. Golf cart parking evolving which is nice; look at ways to allow golf cart parking which could allow smaller spaces, two carts per regular car space
15. For new business, look at different districts in C-1 vs RC & CR; different requirements
16. Break out Ordinance based on district
17. Event Parking designated so as not to impact normal parking areas; satellite parking
18. Trolley use increase & shuttle parking for events, busy season
19. Town owned old motel lot on Colonial Ave use for July 4<sup>th</sup> parking
20. Consider 600 ft- 500ft distance from businesses to parking
21. Use current ordinance incorporated from new draft; parts that are valid
22. Where to look at # spaces for table; as new businesses from today.
23. Seasonal, weekends & festivals- issues with # of parking spaces, not regular basis
24. Issues based on areas too (High Tides) few parking spaces but busy
25. Make sure parking is not prohibitive to new businesses.

**ARTICLE 13  
PARKING**

**Statement of Intent**

The purpose of this Article is to provide for adequate parking while ensuring the welfare of pedestrians and the harmonious, orderly movement of motor vehicles. The parking requirements in this Article do not limit special requirements which may be imposed with planned unit developments, conditional uses or any other land use permit.

**13-1 General Requirements**

All structures built and all uses established shall provide accessory parking in accordance with this Article.

- a. No zoning permit for any structure or use in any district shall be approved unless there is included with the plan for such a structure or use, a plat plan showing the required parking spaces.
- b. No occupancy permit shall be issued unless the required facilities have been provided in accordance with those shown on the approved plan.
- c. The parking requirements shall be in addition to space provided for storage of other vehicles used in connection with any permitted use.
- d. Exclusive of private residential garages, all parking facilities shall be used solely for the parking of vehicles in operating condition by patrons, occupants, or employees of the use to which such parking serves.
- e. Stacked parking (defined as parking in such a manner so that one vehicle obstructs egress of another vehicle from a parking area or driveway) is not allowed except for single family residential buildings. This shall not include drive-thru lanes normally associated with restaurants or banks.
- f. Enclosed garages shall not be credited towards meeting the required number of parking spaces with the exception of hotels/motels, parking decks, commercial parking garages or public parking garages.

**13-2 Determination of Parking Spaces Provided**

- a. Within any zoning district, off-street parking credited toward meeting the requirements of this Article shall be located on the same lot as the structure or use to which they are accessory or on any lot either leased or under the same ownership of the use provided that the zoning classification for that district provides for parking lots as a use.
- b. Within any commercial zoning district when the parking required by any use is transitory in nature on-street parking located within five hundred (500) feet of the structure or use is located may be credited toward meeting the requirements of this Article.
- c. Within the Resort Commercial Zoning District when the parking required by any use is transitory in nature any on-street parking located within five hundred (500) feet of the lot on which the structure or use is located, may be credited toward meeting the requirements of this Article.
- d. In the case of any use not addressed by the schedule in section 13-8, the Zoning Administrator shall determine the appropriate number of parking spaces based on a use that most closely approximates the proposed use through information provided from the developer or owner of the proposed use, or through consultation with other communities containing similar uses to the proposed use, or through a combination of these methods.
- e. All off street parking spaces associated with residential uses shall be provided on the same lot. Parking for multi-family dwellings, townhomes or other residential units as part of a planned unit development shall be located in accordance with the approved site development

- plan.
- f. Any non-residential use located within five hundred (500) feet of a municipal or publicly owned parking lot shall be exempt from this ordinance.

### **13-3 Special Parking Permit**

- a. If a structure or use is unable to meet the required quantity of spaces then the Town Council may, by resolution, authorize the crediting of additional spaces not encompassed by Section 13-2.

### **13-4 Dimensional Regulations**

For the purposes of this Article, parking spaces shall meet the following dimensional standards.

- a. A standard perpendicular or diagonal parking space shall be no less than eighteen (18) feet in length and nine (9) feet in width. A compact perpendicular or diagonal parking space shall be no less than sixteen (16) feet in length and eight (8) feet in width.
- b. A standard parallel parking space shall be no less than twenty-two (22) feet in length and eight (8) feet in width. A compact parallel parking space shall be no less than eighteen (18) feet in length and seven (7) feet in width.
- c. All handicapped parking spaces shall be no less than nine (9) feet in width with a designated five (5) foot marked unloading area adjacent to the space and shall be designed and constructed in accordance with the provisions of the Uniform Statewide Building Code.

### **13-5 Improvement of Parking Areas**

- a. Parking facilities shall be drained to eliminate standing water and prevent damage to abutting property and/or public streets and alleys. Such facilities shall be surfaced with erosion-resistant material in accordance with applicable specifications. Off-street parking areas shall be maintained in a clean and orderly manner. The owner or lessee of off-street parking shall endeavor to maintain such in as dust-free a manner as possible through the employment of appropriate construction materials.
- b. Parking spaces shall be separated from walkways, sidewalks, or alleys in such a manner so that vehicles cannot protrude over such walkways, sidewalks, or alleys.
- c. Signs or markers shall be used as necessary to ensure safe and efficient traffic operation. Parking spaces in lots of more than ten spaces shall be marked by painted lines or curbs or other means indicating individual spaces. All compact spaces shall be identified and designated as such. All handicapped parking spaces shall be identified by above grade signs. Such signs shall be designed and constructed in accordance with the provisions of the Uniform Statewide Building Code.
- d. All lighting fixtures used to illuminate off-street parking areas shall be designed to minimize glare and intrusion into residential uses.
- e. No parking area shall be located in such a manner as to constitute a traffic hazard for vehicles entering or exiting such parking area.
- f. Parking lots shall have landscaping.
1. The perimeter of all parking lots shall be landscaped using a combination of trees and shrubs as shown on figure 13-1C.1.
  2. For parking lots with less than 10 spaces, a minimum of at least 5% of the interior portions of a parking lot shall be landscaped for the purpose of providing shade trees.
  3. Such interior landscaped areas shall be provided on bio-swale islands and in continuous swale strips extending along the length of the parking bay
  4. Within the parking lot, swale islands and landscaped areas should be used to

delineate traffic and pedestrian circulation patterns.

5. For parking lots with less than 10 spaces there shall be one (1) low shrub planted for every five (5) spaces or portion thereof.
6. Parking lots shall have two (2) medium shade trees where ten (10) or fewer spaces are required.
7. Parking lots shall have two (2) medium shade trees for every 10-parking spaces or fraction of 10-spaces.
8. Trees shall be planted within bio-swale islands which are no smaller than 10-feet by 5-feet, a total of 50-square feet. Trees may be up-limbed to 12 feet above grade to provide visibility.
9. Shrubs shall be a minimum of one and a half (1.5) feet in height at time of planting and be maintained at a maximum height of three (3) feet.
10. There shall be a minimum of one (1) shrub for every five (5) feet or portion thereof along the boundaries of the parking lot.
11. Trees (deciduous) shall have a minimum caliper of 2.5 inches at time of planting and a maximum canopy of 30-feet when mature. Evergreen trees shall be no less than 6-feet tall at time of planting. The minimum distance between plantings shall be 10 feet.
12. Trees may be up-limbed (trimmed) up to 12-feet from the final grade. Topping of trees (unless damaged by storm) is prohibited.
13. Design Flexibility - If an applicant can demonstrate that alternative landscaping can meet the intent of this section through the submittal of such an alternative landscape plan, the Zoning Administrator can then accept that plan or modify the alternative plan and design so as to comply with the intent of this section and its provisions. Additionally, the requirements of this section may be lowered by the Director.

### **13-6 Access to Spaces**

All parking areas shall be served with adequate interior aisles and ingress and egress drives.

- a. Location and design of entrances and exits shall be in accord with the requirements of all applicable regulations and standards. In general, there shall be no more than one entrance and one exit, or one combined entrance and exit along any single street. Landscaping, curbing, or approved barriers shall be provided along lot boundaries to control entrance and exit of vehicles or pedestrians.
- b. Interior drives shall be of adequate width to serve a particular design arrangement of parking spaces.

### **13-7 Method of Determining Number of Spaces Required**

- a. Where fractional spaces result, the parking spaces required shall be construed to be the next highest whole number.
- b. Employee based parking requirements shall be computed on the basis of the maximum number of employees on the premises at one time.
- c. In the case of mixed or joint use of a structure or premises, the parking spaces required shall equal the sum of the requirements of the various uses computed separately.
- d. Any use or structure which is nonconforming in regards to the parking requirement shall not be required to add additional spaces to meet such requirements when any change or expansion of use or structural alteration does not result in an increase to the amount of parking required. However, whenever any change in use or structural alteration increases the amount of parking required, whether such was previously conforming or nonconforming in regards to parking, additional spaces corresponding to the increased requirement shall be provided.

- e. Parking areas serving more than ten (10) vehicles may provide thirty percent (30%) of those spaces as compact parking spaces.
- f. Restaurants having ownership or access to piers may designate 20% of the available number of transient slips towards the required number of parking spaces.

**13-8 Number of Spaces Required**

Except as otherwise provided for by this Ordinance, or by conditional use permit, parking spaces shall be provided as follows. The parking space requirements for a use not specifically listed in the following schedule shall be the same as for a listed use with the most similar parking demands.

USE OR USE CATEGORY	NUMBER OF PARKING SPACES REQUIRED
Arts & Crafts Studio	1 per 400 square feet of floor area.
Amusement Parks	1 per 4 persons authorized occupancy
Auction Houses	1 per 400 square feet of floor area or 1 per 4 persons authorized occupancy, whichever is greater.
Auditoriums, theaters, gymnasiums, stadiums, arenas, conference centers	1 per 4 seats or seating spaces
Automobile Service Stations	2 spaces per bay plus 1 per employee.
Ball Fields	1 per 4 seats or seating spaces.
Bowling Alleys	2 per lane plus 1 per employee.
Business Service and Supply Establishments, service establishments	1 per 400 square feet of gross floor area plus 1 per employee.
Car Washes, Automobile Cleaning & Detailing Facilities	2 per bay plus 1 per employee.
Places of Worship	1 per 4 seats or seating spaces in main assembly area.
Civic, Social or Fraternal facility	1 per 4 seats or seating spaces in main assembly area.
Commercial Recreation Facilities	1 per 200 square feet of floor area or every 4 seats or seating.
Communication Facilities	Minimum of 1 space plus 1 per employee.
Community Centers	10 plus 1 per 400 square feet of floor area in excess of 2,000 square feet.
Convenience Stores	8 per 1,000 gross floor area plus 1 per employee.
Day Care Centers, Family Day Homes	0.19 space per child for a center which has a maximum daily enrollment of 99 children or less. 0.16 per child for a center with enrollment of 100 children or more. Plus 1 for each on site employee

Duplex	2 off street spaces per unit
Elementary Schools, Junior High Schools	1 per 5 seats or seating spaces in main assembly area.
Emergency Services Facilities	Adequate space to accommodate all motor vehicles operated in connection with such use and 2 per each such vehicle.
Financial Institutions	1 per 400 square feet of floor area.
Flea Markets	1 per 400 square feet of floor area plus 1 per vendor.
Funeral Homes	1 per 4 seats plus 1 per 2 employees plus 1 per vehicle used in connection with the business.
Golf Cart, Moped & Bicycle Sales & Rental Establishments	5 spaces plus one per employee.
Golf Courses	3 per hole plus 1 per employee
Golf Driving Ranges	1 per tee
High Schools	1 per 4 seats or seating spaces in main assembly area
Horticultural Facilities	2 plus 1 per 400 square feet of retail area
Kennels	1 per 400 square feet of gross floor area, including runs, plus 1 per employee.
Libraries	10 plus 1 per 400 square feet of floor area in excess of 2,000 square feet.
Major Home Occupations	Unless specified by conditional use permit, 1 parking space in addition to the parking spaces required for the residential use.
Manufacturing or Industrial establishments, research or testing laboratories, wholesale, warehouses, or similar establishments	1 per employee plus 1 per company vehicle or piece of mobile equipment.
Marinas, docks, & boating facilities, commercial	1 per 3 boat slips.
Medical Clinics	2 per treatment room plus 1 per employee.
Minor Home Occupations	No additional parking required.
Mobile Homes	2 per unit off street
Multi-family Dwellings	1.5 per unit
Museums	10 plus 1 per 400 square feet of floor area in excess of 2,000 square feet.

Nightclubs	1 per 2 employees plus 1 per 4 persons authorized occupancy
Nursing Homes	1 per 3 beds.
Playgrounds	1 per 250 square feet of usable recreational area.
Performing Arts Studio	1 per 200 square feet of floor area or 1 per 4 persons authorized occupancy, whichever is greater.
Professional Offices	2 spaces plus 1 per 400 square feet of floor area.
Public Service Training Facility	1 per 2 students plus 1 per instructor
Public Utility Establishments	1 per employee plus 1 per company vehicle and piece of mobile equipment.
Restaurants	1 space per 4 seats plus 1 per 2 employees.
Retail Establishments.	1 per 200 square feet of floor area.
Rooming Houses, Bed and Breakfasts	2 spaces plus 1 per sleeping room
Self Storage Warehouse	1 per employee plus 1 per 8 units
Shopping Centers	1 space per 200 square feet of gross floor area.
Single Family Attached Dwellings	2 spaces onsite.
Single Family Detached Dwellings	2 spaces onsite.
Tennis Courts (outdoors)	2 spaces per court.
Tourist Homes, Motels, Hotels	5 spaces plus 1 per sleeping room or suite.
Vehicle Major Service Stations	2 per bay plus 1 per employee.
Vehicular Sales, Service and Supply Establishments	5 spaces plus 2 per bay plus 1 per employee.
Veterinary Hospitals	2 per treatment room or veterinarian plus 1 per employee.
Wayside Stands	1 per 100 square feet of sales display, 3 minimum.

**13-9 Additional Requirements Including But Not Limited To:**

- a. Chesapeake Bay Act: refer to Article 22 of this Ordinance.
- b. Flood Plain: refer to Article 21 of this Ordinance.
- c. Landscaping: refer to Article 24 of this Ordinance.
- d. Signs: refer to Article 12 of this Ordinance.
- e. Site Plan Requirements: refer to Article 14 of this Ordinance.

# Tab B



**TO:** Town Council  
**FROM:** Lisa M. Okes, Finance Director/CFO  
**COPY:** Natasha Tucker, Town Manager  
**SUBJECT:** Sale of Town Property – Ordinance Revision  
**DATE:** November 19, 2025

**SUMMARY:**

The Town’s current ordinance allocates proceeds from the sale of Town property to the Colonial Beach Volunteer Rescue Squad (CBVRS) for capital improvements. As CBVRS is no longer providing EMS services to the Town, and these services are now provided under a Memorandum of Understanding with Westmoreland County EMS, Town Council has directed staff to remove the allocation to CBVRS from the ordinance. Staff is recommending that Town Council set a date for a public hearing on this matter.

**BACKGROUND:**

The Colonial Beach Volunteer Rescue Squad is currently not providing EMS services to the Town. The Town entered into an MOU with Westmoreland County EMS to provide these services. The current ordinance allocates funds from sale of Town property to CBVRS for capital improvements. As they are currently not providing EMS services, Town Council has directed staff to remove the allocation to the CBVRS.

**ISSUE:**

Our current sale of property ordinance allocates funding to the CBVRS for capital improvements. However, the Colonial Beach Volunteer Rescue Squad is currently not providing EMS services to the Town.

**ALTERNATIVES:**

No alternatives are presented. Town Council provided direction during the October 29, 2025, Special Meeting.

**FISCAL IMPACT:**

The allocation to the General Fund will increase by 5% whenever Town property is sold.

**RECOMMENDATION:**

Staff recommends proceeding in accordance with Town Council’s direction from the October 29, 2025, Special Meeting to amend ordinance 722 and set a date for a public hearing on this matter. After the public hearing, we ask Town Council to adopt the revised ordinance.

Chapter 2 – Administration, Article VII – Town Finances

"Section 2-82. Management of the Proceeds from Sale of Public Property

In the event that property owned by the Town is sold, the proceeds from the sale shall be placed in a dedicated and restricted fund as follows:

Five percent (5%) of the proceeds shall be placed in a fund for the Colonial Beach Fire Dept.

~~Five percent (5%) of the proceeds shall be placed in a fund for the Colonial Beach Rescue Squad~~

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Ten percent (10%) of the proceeds shall be placed in a fund for the Colonial Beach School Board.

Eighty-five percent (~~80%~~) (~~85%~~) of the proceeds shall be placed in the general fund.

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These proceeds from the sale of public property may be distributed by formal action of the Colonial Beach Town Council, as follows, after having been properly budgeted and appropriated in accordance with state law for the purpose of capital improvements.

In the event that public property is sold and no proceeds are distributed to the Colonial Beach Fire Department, Rescue Squad or School Board, those funds shall be maintained by the Town of Colonial Beach from year to year in a dedicated and restricted fund as required by this section. An annual distribution of funds is not required, and the Town Council shall only approve those requests for funds for capital improvements that it deems necessary.

When proceeds from the sale of public land are distributed in accordance with this section, the amounts distributed shall be in addition to any amount(s) previously budgeted, appropriated, and/or donated."

**ORDINANCE NO. 722** AMENDS THE COLONIAL BEACH TOWN CODE, CHAPTER 2, "ADMINISTRATION," ARTICLE VII, "TOWN FINANCES," SECTION 2-82, "MANAGEMENT OF PROCEEDS FROM SALE OF TOWN PROPERTY" TO REMOVE THE DESIGNATED PERCENTAGE PREVIOUSLY ALLOCATED TO THE COLONIAL BEACH VOLUNTEER RESCUE SQUAD AND INCREASING THE PERCENTAGE ALLOCATED TO THE TOWN'S GENERAL FUND

**WHEREAS**, the Colonial Beach Town Council adopted a policy on November 13, 2014, that allocated proceeds from the sale of town property; and

**WHEREAS**, the policy allocated five percent (5%) of the proceeds to the Colonial Beach Volunteer Rescue Squad; and

**WHEREAS**, the Colonial Beach Volunteer Rescue Squad no longer provides services to the town; and

**NOW, THEREFORE, BE IT ORDAINED** by the Colonial Beach Town Council at its regular monthly meeting on the 17<sup>th</sup> day of December, 2025, that the Colonial Beach Town Code, Chapter 2, "Administration," Article VII, "Town Finances," Section 2-82, "Management of the Proceeds from Sale of Public Property" be amended to read in its entirety as follows:

Chapter 2 – Administration, Article VII – Town Finances

"Section 2-82. Management of the Proceeds from Sale of Public Property

In the event that property owned by the Town is sold, the proceeds from the sale shall be placed in a dedicated and restricted fund as follows:

Five percent (5%) of the proceeds shall be placed in a fund for the Colonial Beach Fire Dept.

Ten percent (10%) of the proceeds shall be placed in a fund for the Colonial Beach School Board.

Eighty-five percent (85%) of the proceeds shall be placed in the general fund.

These proceeds from the sale of public property may be distributed by formal action of the Colonial Beach Town Council, as follows, after having been properly budgeted and appropriated in accordance with state law for the purpose of capital improvements.

In the event that public property is sold and no proceeds are distributed to the Colonial Beach Fire Department, Rescue Squad or School Board, those funds shall be maintained by the Town of Colonial Beach from year to year in a dedicated and restricted fund as required by this section. An annual distribution of funds is not required, and the Town Council shall only approve those requests for funds for capital improvements that it deems necessary.

When proceeds from the sale of public land are distributed in accordance with this section, the amounts distributed shall be in addition to any amount(s) previously budgeted, appropriated, and/or donated."